*CS Form No. 9*
*Revised 2018*

*Electronic copy to be submitted to the CSC FO must be in MS Excel format*

Republic of the Philippines
***OFFICE OF THE GOVERNMENT CORPORATE COUNSEL***
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL in the CSC website:

**SONIA P. TUBO**
**HRMO**
Date: 15-Oct-24

| No. | Position Title **(Parenthetical Title, if applicable)** | Plantilla Item No. | Salary/ Job/ Pay Grade | **Monthly Salary** | Qualification Standards | | | | | Place of Assignment |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Librarian III | OGCCB-LIB3-1-1998 | 18 | 49,015 | Bachelor's degree in Library Science or Information Science or Bachelor of Science in Education/Arts major in Library Science | Eight (8) hours of relevant training | Two (2) years of relevant experience | RA 1080 | - Knowledge of computer, the internet and commercially available library software.<br><br>- Able to keep accurate records, coordinate written work requests, and work orders, and maintain good inventory records.<br><br>- Analytical ability in developing new or revised systems, procedure and workflow.<br><br>- Able to prepare reports and written correspondences/Letters.<br><br>- Proficient in oral and written communication skills. | OGCC Library |

OGCC highly encourages all interested and qualified applicants, including persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identity to apply the above vacant positions.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than October 29, 2024.

1. Fully accomplished Personal Data Sheet (PDS) (CSC Form 212 Revised 2017) with recent passport-sized picture and required Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Training Certificates

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**SONIA P. TUBO**
Administrative Officer V / Personnel Section
3/F MWSS Administration Building, Katipunan Road,
Balara, Quezon City
hr@ogcc.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**